

## CHAPTER 27. INSPECT FAR PART 91 MAINTENANCE RECORDS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. *Maintenance:* 3694

B. *Avionics:* 5694

**3. OBJECTIVE.** This chapter provides guidance for inspecting the maintenance records required by Title 14 of the Code of Federal Regulations (14 CFR) part 91.

**5. GENERAL.** 14 CFR part 91, § 91.417 establishes the recordkeeping responsibilities and requirements for the registered owner/operator of the aircraft while 14 CFR part 43, § § 43.9 and 43.11 establish the recordkeeping responsibilities and requirements for the personnel who maintain the aircraft.

A. *Current Airworthiness Directives (AD) Status.* The owner must keep a record showing the current status of applicable AD's.

(1) This record must include the following:

- The current status of AD's applicable to the aircraft, including the AD number and revision date
- The method of compliance
- The time-in-service, or the cycles, and/or the date when the next action is required for a recurring AD

(2) An acceptable method of compliance should include a reference to either a specific portion of the AD or a manufacturer's service bulletin, if the bulletin is referenced in the AD.

(3) The document that contains the current status of AD's/method of compliance may be the same as the record of AD accomplishment. The record of non-recurring AD's must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner.

B. *Total Time-in-Service Records.* Section 91.417 requires the total time-in-service records for airframes, engines, rotors, and propellers to be retained by the owner. These records are used to

schedule overhauls, retirement life limits, and inspections.

(1) Total time-in-service records may consist of the following:

- Aircraft maintenance record pages
- Designated cards or pages
- A computer listing
- Other methods accepted by the Administrator

(2) Total time-in-service records must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner.

C. *Life-Limited Parts Current Status Records.* Part 91 requires retention by the owner of records for components of the airframe, engine, propellers, rotors, and appliances that are identified to be removed from service when the life limit has been reached.

(1) The current life-limited status of the part is a record indicating the life limit remaining before the required retirement time of the component is reached. This record must include any modification of the part according to AD's, service bulletins, or product improvements by the manufacturer or applicant.

(2) The following are not considered to be current life-limited status records:

- Work orders
- Purchase requests
- Sales receipts
- Manufacturers' documentation of original certification
- Other historical data

(3) Whenever the current status of life-limited parts records cannot be established or has not been maintained (e.g., a break in current status) and the historical records are not available, the airworthiness

of that product cannot be determined, and it must be removed from service.

(4) Current status of life-limited parts records must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner.

#### *D. Approval for Return to Service.*

(1) Following the performance of maintenance, preventive maintenance, or alterations on an aircraft, an approval for return to service must be completed prior to operation of the aircraft.

(2) The person approving/disapproving the return to service on the aircraft, airframe, engine, propeller, appliance, or component must make an entry in the maintenance record that contains the following information:

- A description (or reference to data acceptable to the Administrator) of work performed
- The date of completion of the work performed
- The signature, certificate number, and kind of certificate of the person approving the work

*E. Time Since Last Overhaul.* The owner must record the time and/or cycles since the last overhaul of all items installed on the aircraft that are required to be overhauled on a specified time basis. Reference to the time since last overhaul of an item must not be confused with an overhaul record, which requires a description of the work and identification of the person who performed and/or approved the work.

#### *F. Overhaul Records.*

(1) A record must be made by the person performing maintenance when overhauling an item of aircraft equipment. This record must include the following:

- A description of the work performed or a reference to data acceptable to the Administrator

- The date of completion of the work performed
- The name of the person performing the work if other than the person approving for return to service
- The signature, type of certificate, and certificate number of the person approving the aircraft/component for return to service

**NOTE: A return to service tag does not constitute an overhaul record but may be used to reference the overhaul records.**

(2) The owner must retain the record and make it available to the Administrator upon request. The overhaul records must be retained until the work is superseded by work of equal scope and detail.

#### *G. Current Aircraft Inspection Status.*

(1) The owner must retain a record identifying The current inspection status of each aircraft. This record must show the time-in-service since the last inspection required by the inspection program under which the aircraft and its appliances are maintained.

(2) This record must be retained until superseded by work of equal scope and detail.

#### *H. Major Repair and Major Alteration Records.*

Owners must retain the records (Federal Aviation Administration (FAA) Form 337, Major Repair and Alteration) for each major repair/alteration made to an aircraft, including any work done on the following:

- Airframe
- Engine
- Propeller
- Rotor
- Appliance

(1) The records for major repairs must be retained until the work is repeated or superseded, or for one year after the work has been performed.

(2) The records for major alterations must be retained with the aircraft indefinitely. If selling the aircraft, the records must be transferred to the new owner.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of parts 91 and 43
- Successful completion of the Airworthiness Inspectors Indoctrination Course or previous equivalent

B. *Coordination.* This task will require coordination with the owner and the person performing the maintenance.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- 14 CFR part 39
- FAA Order 8300.10, volume 3, chapters 1 and 3
- Advisory Circular (AC) 39-7, Airworthiness Directives, as amended
- AC 43-9, Maintenance Records, as amended

#### B. Forms:

- FAA Form 8020-2, Aircraft/Parts Identification and Release
- FAA Form 337, Major Repair and Alteration

#### C. Job Aids. None.

### 5. PROCEDURES.

A. *Contact the Owner.* Arrange to obtain the aircraft maintenance records for review. If custody of the records is to be temporarily transferred to the FAA, provide FAA Form 8020-2 to the owner as a receipt.

B. *Review the Owner's Maintenance Records.* Determine whether the recordkeeping requirements of the regulations have been met.

(1) Ensure that the entries for maintenance include the following:

- A description of the work performed
- The date of completion
- Signature and certificate number of the person approving the aircraft for return to service

(2) Ensure that the entries for inspections, excluding progressive inspections, include the following:

- Type of inspection
- Brief description of the extent of the inspection
- Date of the inspection
- Total time-in-service for the aircraft
- Signature, certificate number, and kind of certificate held by the person approving or disapproving the aircraft for return to service
- A statement certifying the airworthiness status of the aircraft

(3) Ensure that the owner has records containing the following information:

- Total time-in-service for the airframe
- The current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance
- Total time since last overhaul for those items installed on the aircraft that are required to be overhauled on a specified time basis
- Current inspection status of the aircraft, including time since last inspection, as required by the program under which the aircraft and its appliances are maintained
- Copies of FAA Form 337, for each major alteration to airframe, engine, rotors, propellers, and appliances

(4) Ensure that the owner has records for the current status of each applicable AD, including the following:

- The method of compliance
- The AD number and revision date
- The time and date of any recurring actions required by the AD's

C. *Analyze Results.* Bring any discrepancies to the attention of the owner.

### 7. TASK OUTCOMES.

#### A. File PTRS Data Sheet.

#### B. Return Records to the Owner.

C. *Document the Task.* File all supporting paperwork in the owner's file.

### 9. FUTURE ACTIVITIES. Routine surveillance.

